

Village of Buchanan
Job Opportunity -Deputy Village TREASURER

The Village of Buchanan is seeking candidates for the position of Deputy Village Treasurer. The Village is a small, quaint Village of approximately 2,200 residents located in Westchester County. The Village General Fund Budget is \$8.6 million, the Water Fund is 2 million and Capital Projects of \$7M. Under the general supervision of the Village Administrator, and the direct supervision by the Village Treasurer, the Deputy Treasurer is responsible for the accounting, payroll, collection, custody, and disbursement of Village treasury. This position may act for and on the behalf of the Village Treasurer during any absence or inability to act, and may be responsible to supervise clerical employees.

Work involves, but is not limited to the independent maintenance of records and accounts in accordance with government accounting standards, New York State laws/regulations, and Village Code. The Deputy Treasurer has the responsibility to work closely with and assist the Village Treasurer in balancing accounts using a double entry accounting system, the preparation and issuance of financial statements, the disbursement of Village funds including performing payroll/HR functions, and participate in the cash receipts process including collection of Village taxes and Water fees. Additional duties could be assigned by the Village Administrator. The potential candidate will need to have excellent interpersonal skills and work closely and professionally with Village residents.

Candidates should possess: Hands-on municipal budgeting experience, comprehensive knowledge of GASB accounting standards and reporting requirements, generally accepted accounting principles, internal control procedures, municipal tax collection procedures, water collections, procurement procedures, payroll procedures, 207 procedures, IRS law and Real Property Tax Law; Familiarity with NYS legal requirements effecting controllership operations, cash collateralization, handle banking relationships, manage cash flow and financing arrangements.

Example of Job Duties:

- Maintains the general ledger, accounts payable and all Capital/Grants records in compliance with NYS Municipal guidelines
- Answers telephone and in person inquiries from residents
- Prepares weekly payroll
- Prepares Journal Entries as needed and prepares monthly bank reconciliation.
- Assists in collection of fees, water/sewer rents and tax bills
- Attend Village Board meetings as needed
- Assist in Budget Preparation
- Human Resources functions
- Performs various other duties as needed

QUALIFICATIONS:

- A Bachelor's Degree in Accounting, Finance, or closely related field with at least one (1) year of specialized experience in governmental accounting.
OR
- Possession of a high school or equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing, including or supplemented by one year of experience in governmental accounting.
- New York State residency, or residency in any county adjoining Westchester County

Must be proficient in Microsoft Word/Excel/Outlook/PowerPoint.

Competitive salary and benefits which include medical, dental, deferred compensation and membership in the NYS retirement system.

Please submit a cover letter, resume and salary requirements to Marcus Serrano, Village Administrator, mserrano@buchananny.gov and Cynthia Kempter, Assistant Administrator/Clerk/Treasurer, ckempter@buchananny.gov.